

## Internship Learning Agreement Contract

This contract signifies the obligations and conditions of the internship learning agreement between the student, internship site supervisor, and University of Minnesota Duluth Labovitz School of Business and Economics.

### STUDENT INFORMATION:

First Name:		Last Name:	
Major:		Minor:	
Email:		Academic Term:	
Internship Site:		Location/ Address:	
Supervisor Name:		Supervisor Email:	
Supervisor Phone:		Website:	
Paid/ Unpaid:		Hours per week:	
Start date:		End date:	

### CREDITS/ HOURS:

Students select the number of credits when enrolling in the internship course. Credits indicate the minimum number of hours to be accomplished with your site. Please select the number of credits you registered for.

0 credits (100 hour minimum)	
1 credit (100 hour minimum)	
2 credits (150 hour minimum)	
3 credits (200 hour minimum)	
4 credits (250 hour minimum)	
5 credits (300 hour minimum)	
6 credits (350 hour minimum)	

\* The variable credit option is to allow students the opportunity to complete more than one internship. Maximum of 3 repeats up to 6 credits are allowed.

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### LEARNING OUTCOMES/GOALS:

The purpose of learning the outcomes is to help you determine what you hope to gain by participating in the internship. These are written as goal statements that are accomplished by performing specific tasks. Students are required to develop four goals within the following areas: knowledge related to major, skill development, and personal development.

By the end of my internship experience, I hope to.....

Learning Goal 1: Knowledge Related to Major	
Learning Goal 2: Career & Skill Development	
Learning Goal 3: Personal Development	
Learning Goal 4 : Select from any category	

### ACTION PLAN:

The purpose of an action plan describes how you will achieve your intended goals.

I will accomplish this by completing the following tasks...

Action Plan 1: Knowledge Related to Major	
Action Plan 2: Skill Development	
Action Plan 3: Personal Development	
Action Plan 4 : Plan from any category	

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### RESPONSIBILITIES:

The following section provides information for each party involved in the internship course. By signing this document you understand the provisions and agree to the following responsibilities.

### STUDENT RESPONSIBILITIES:

- 1) Verify with the Internship Director that the internship duties meet the LSBE internship criteria.
- 2) Communicate with the Internship Director about any changes that may occur to my supervision.
- 3) Submit the internship contract on time by the due date.
- 4) Review my learning goals with my site supervisor to make sure provisions can be made.
- 5) Perform all assigned duties to the best ability and submit all required academic assignments.

I understand the following statements:

- 6) Students enrolled in an internship program for credit do not earn wage-credits toward unemployment, and therefore are not eligible to file for unemployment benefits from their LSBE Internship Employer.
- 7) My course registration could be terminated for failure to submit the internship contract by the deadline.
- 8) I will comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- 9) Termination of the internship by either party will automatically terminate the provisions of this agreement. However, complying with the student conduct code protocol still applies. Completion of the remaining coursework requirements is at the discretion of the LSBE Internship Director.
- 10) I authorize communications to occur between myself, the LSBE Internship Director and Internship Site Supervisor (employer) regarding my internship course, work performance, career development, and recommendations to resources.

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Student Signature

Date

### SITE SUPERVISOR RESPONSIBILITIES (Employer/Organization):

- 1) Ensure proposed learning goals are reasonable expectations for the internship.
- 2) Provide orientation or an on-boarding process to help the intern acclimate to your workplace.
- 3) Comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- 4) Provide the student with supervision, training, and resources to help achieve learning outcomes.
- 5) Complete all necessary paperwork including, the internship site evaluation of student upon completion of the internship.

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Site Supervisor (Employer)

Date

### INTERNSHIP DIRECTOR RESPONSIBILITIES (University):

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- 1) Approve the number of credits, work hours, length of internship and proposed learning goals and related tasks and responsibilities of the internship.
- 2) Keep in contact with student and site supervisor throughout internship to offer guidance and support.
- 3) Assign the student academic assignment in conjunction with the internship.
- 4) Submit student's grade based on successful completion of an academic assignment, required hours and the intern's performance as evaluated by the internship site supervisor.

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LSBE Internship Director

Date

**ADDITIONAL COMMENTS:**

Please use the following space to include any additional information or comments.

**STUDENT:**

**SITE SUPERVISOR:**

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